

LOCAL GOVERNMENT FIRE PROTECTION REIMBURSEMENT AGREEMENT PROPOSAL

8553

(No.128 December 2015)

A proposal for fire protection and non-fire related emergencies must be prepared for proposed contracts. The proposal should be prepared in a professional manner and written in language and format which will be easily understood by the people for whom it is written. See "Contract Approval Process" - "Model Proposal" on the Local Government Resources Page (Intranet):

<http://calfireweb/organization/fireprotection/localgovernment/agreements.shtml>

Essential Elements of the Proposal

- I. Executive Summary:
 - A. Proposal Design Criteria
 - B. Contracting Process
 - 1. Process Steps
 - 2. Timelines
 - C. Budgeting and Payments
 - 1. "Not to Exceed" Agreement
 - 2. Budgeted at Top Pay Step
 - 3. Payment Schedule
 - D. Conclusion/Summary
- II. Cooperative Fire Program
 - A. Description
 - B. Agreement Process
 - C. Contract Description
- III. Services Proposed
 - A. Introduction
 - B. Alternative Proposed Service Models
 - C. Administrative and Support Services

1. Management (Chief Officers) Provided
2. Administrative Support
3. Training
4. Equipment and Facility Maintenance

D. Emergency Command Center

1. Qualifications
2. Services
3. 911 System

E. Fire Prevention and Investigation

IV. Detailed Alternatives

A. Staffing Levels

B. Costs (PS, OE and Admin)

C. Cost Comparison between Alternatives

D. Proposed Organizational Chart

E. Recommended Alternative

V. Appendices

A. Appendix A – CAL FIRE FAQ's

B. Appendix B – Employee Transition (As submitted by LHRM and not subject to modification)

C. Appendix C – List of Cooperative Agreements

D. Appendix D – Proposed Service Area Map(s)

1. Boundary
2. Station Locations
3. Roads
4. Railroads/Significant Infrastructure
5. Response Times (Optional)

E. Appendix E – "CAL FIRE at a Glance"

PLANNING CONSIDERATIONS

8553.1

(October 2004)

The following planning considerations are to be used in the development of a local government fire protection plan:

1. How compatible with the department's mission are the identified fire protection needs of the area?
2. What is needed to provide a total fire protection system?
3. What non-fire-related emergency services or other public services will be expected?
4. What type and mix of fire protection forces will best accomplish the state goals and objectives?
5. What is the role of other public agencies in the fire protection plan?
6. What is the expected role of the fire protection entity in local disaster planning?
7. What is the need to require built-in fire protection features in occupancies which present special fire hazards or risks?
8. What is the relationship of the fire protection plan to the county general plan?
9. What revenues are available to implement and support a fire protection system?
10. How does the plan compare to the present standards of the National Fire Protection Association (NFPA) and the Insurance Services Office (ISO)?

DEPARTMENT REVIEW

8553.2

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The Director must approve any continuation of the contract negotiations beyond the development of the contract analysis and Fire Protection Reimbursement Proposal. These documents will be forwarded to the Director, along with the recommendations of the Region Chief, early in the negotiating process.

DISPATCH-ONLY CONTRACTS

8553.3

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The department may enter into dispatch-only agreements with local government entities. By virtue of the department's authorization to enter into this type of agreement (PRC § 4142), effective January 1, 2016, approval of dispatch-only agreements will likely require the approval of both the Department of Finance and the applicable Local Area Formation Commission (LAFCO). This will likely add significant time and expense to the approval process for the initial agreement.

RESOLUTION PROCESS FOR SCHEDULE A POLICY ISSUES

8553.4

(No.128 December 2015)

During negotiations of Local Government Fire Protection Reimbursement Agreements, department policy issues may arise which require policy decisions from the Executive Office. An Issue Paper developed by the affected Unit shall be submitted to the Local Government Program Deputy Chief for approved policy decisions. The Deputy Chief shall maintain a file for all issues reviewed and approved by the Executive Office for reference. Copies of the decisions will be given to each of the programs participating in the review process.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

[\(see Next Section\)](#)

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